

Self Service – Inactive Duty for Training (IDT)

Introduction This guide provides the procedures for Reserve members to schedule IDT requests.

Process The following process initiates creditable service and payment for Reserve Inactive Duty for Training orders.

Types of Inactive Duty which can be scheduled in Direct-Access:



- Inactive Duty for Training (IDT)
- Additional Training Period (ATP)
- Readiness Management Period (RMP)
- Funeral Honors Duty (FHD)

Stage	Who Does It	What Happens
1	Member	Enters desired drill types using Submit a Drill Request under DA Self Service Requests.
2	Supervisor/ Command	Reviews member's request and authorizes (approves) drills using View My Requests under DA Self Service Requests.
3	Member	Performs drills as scheduled or Withdraws request previously submitted.
4	Supervisor/ Command	Approves drills after verification member performed as scheduled. Or can Deny drill as submitted, returning request to submitter. Note: Supervisor/Command must be hold Reserve Self Service Command (CGRSVCMD) or Reserve Drills (CGRSVDRL) to view/enter/approve IDT drills.
5	Servicing Personnel Office	Upon notification from command the member performed IDT, approves orders for pay.

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Self Service – Inactive Duty for Training (IDT), Continued

Procedures See below.

Step	Action
1	<p>Select the Requests link from the Direct Access home page.</p> 
2	<p>Select Submit a Drill Request.</p> 

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Self Service – Inactive Duty for Training (IDT), Continued

Procedures,
continued

Step	Action																
3	<p>The Action Request to Submit Schedule Drills will appear. Instructions are built into the page.</p> <div><p>Action Request</p><p><u>Submit Schedule Drills</u></p><p>Granger,Herminoie</p><div><ol style="list-style-type: none">1. Select the Drill Date.2. Enter Start/End Time for the drill in the format HH24:MI/HH24:MI (e.g. For a drill starting at 08:15am and ending at 04:45pm, Enter 08:15/16:45)3. Select the Drill Type from the drop down list.4. Select Meal Eligibility for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only. Leave blank for all other drill types.5. Enter Department only if the drill is to be performed at another department.6. Select Duty Purpose 1 for all Drill Types.7. Select Duty Purpose 2 for IDT-Multiple, ATP-Multiple or IDT-Single + ATP-Single Drill Types only.8. Select Pay Code : "No-Pay" for Points only drills; "Half" for 1 days pay; "Full" for 2 days pay.9. Click "Get Details" button to request information on Paid IDT Cap and # of Completed Drills10. Look up and select Approver; Enter any Comments and click "Submit".</div><div><p>Request Details</p><table><tr><td>Drill Date:</td><td><input type="text" value="01"/></td><td>Department:</td><td><input type="text"/></td></tr><tr><td>Start/End Time:</td><td><input type="text"/></td><td>Duty Purpose 1:</td><td><input type="text"/></td></tr><tr><td>Drill Type:</td><td><input type="text"/></td><td>Duty Purpose 2:</td><td><input type="text"/></td></tr><tr><td>Meal Eligibility:</td><td><input type="text"/></td><td>Pay Code:</td><td><input type="text"/></td></tr></table><p><input type="button" value="Get Details"/></p><p>Request Information</p><p>Paid IDT Cap: 48</p><p># of Paid Drills: 0</p><p>Request Approvers</p><p>Approver: <input type="text"/></p><p>Comment: <input type="text" value="<Enter Comments>"/></p><p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p></div></div>	Drill Date:	<input type="text" value="01"/>	Department:	<input type="text"/>	Start/End Time:	<input type="text"/>	Duty Purpose 1:	<input type="text"/>	Drill Type:	<input type="text"/>	Duty Purpose 2:	<input type="text"/>	Meal Eligibility:	<input type="text"/>	Pay Code:	<input type="text"/>
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Self Service – Inactive Duty for Training (IDT), Continued

Procedures,
continued

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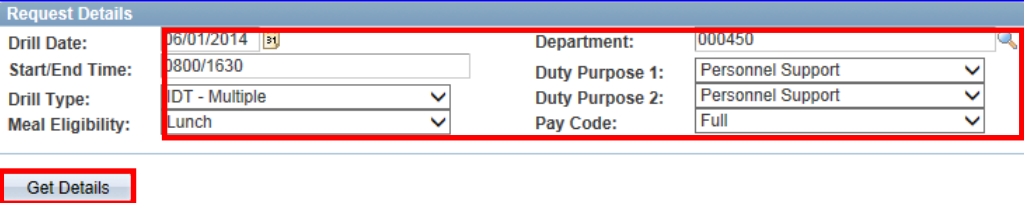
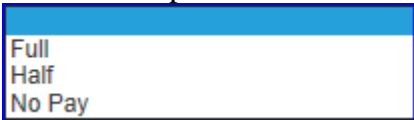
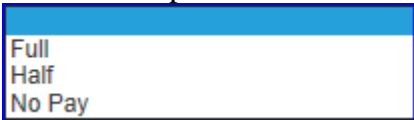
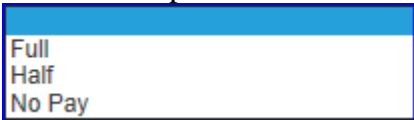
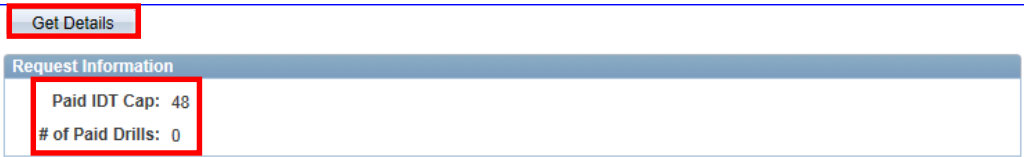
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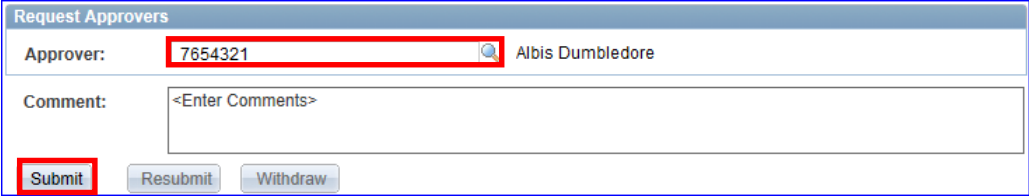
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Self Service – Inactive Duty for Training (IDT), Continued

Procedures,
continued

Step	Action
6	<p>Request Approvers section.</p>  <ul style="list-style-type: none"> • Enter the Approver Empl ID and Tab. Or use the lookup icon to search for an approver. • Comments are required. <p>When completed, click the Submit button.</p>
7	<p>Once submitted, the status will display as Pending.</p> 